

The City of Spokane

Weekly News Update for Nov. 7

Stay up-to-date on City of Spokane and employee news with our weekly Employee Update.

Caps, Jackets, Polo Shirts...oh my!

The City's [online employee store](#) is open **NOW through Thursday, Nov. 16**. Check it out for items you would like to purchase and have the City's logo embroidered on it. Completed orders will be distributed from City Hall and other City facilities as needed in December. There is a rack of various popular items and size samples on the 2nd floor of City Hall (west door) if you would like to try them on for size before you order. For specific questions like sizing, color, etc, please contact our coordinator Lori Humphrey at lulupromotion@aol.com or (509) 534-7477.



Open Enrollment In Progress

2024 benefits open enrollment is **through Friday, Nov. 17, 2023** for a January 1, 2024 effective date. An open enrollment guide will arrive at your mailing address prior to open enrollment.

If you can say “**yes**” to any of the following questions, you must access PeopleSoft during open enrollment:

- Do you want to change medical plans; Premera to Kaiser or Kaiser to Premera?
- Do you want to review or change family coverage?
- Do you want to cover a dependent child, up to age 26, not currently on your medical and/or dental plan?
- Do you want to contribute to the Flexible Spending Health or Flexible Spending Dependent Care accounts in 2024? NOTE: Even though you are contributing during 2023, you still need to re-enroll during open enrollment for 2024!

Click here to view the [open enrollment guide](#). This guide was also be sent, via USPS, to your mailing address as it appears in PeopleSoft. This guide will walk you through the Open Enrollment Process.

If you have any questions, please contact Employee Benefits at 625-6565 or via e-mail at eracb@spokanecity.org.

Open Enrollment Voluntary Benefits

If you are interested in learning more about the additional benefits available to you anytime throughout the year with the exception of Aflac pre-tax policies. These policies can only be purchased during Open Enrollment to preserve the pre-tax status.

[Click on Voluntary Life Insurance](#) if interested in applying. This voluntary benefit is available to apply anytime throughout the year.

Flexible Spending Accounts – You must access PeopleSoft to participate each year.

If you have questions about any of the Voluntary Benefits, please contact Employee Benefits at eracb@spokanecity.org or 509-625-6565.

City Hall - 2nd Floor Employee Patio Access Closed

The 2nd Floor Employee Patio access from inside City Hall (the second floor elevator lobby access to the patio) is closed this week while the existing awning material and roof structure is removed, and a new structure is installed. The contractor will then return to complete the installation of a new railing, and the new roof deck and waterproofing the following week as materials become available.

Because this work will be over and around the door, the door will be locked and posted as closed during this period. The 2nd floor patio will continue to be accessible from the exterior street level via the exterior stairs for bike storage.

Please feel free to reach out to the Facilities Department with any questions.

CASE Seeking Artwork

CASE is a non-profit art team founded in 2021 with the mission of celebrating and showcasing the creative works of employees of the City of Spokane. If you would like to participate in the December art show contact spokanecase@gmail.com for a submission form. **Submissions are due Friday, Nov. 17.**

Submit Your Artwork!!!

To The upcoming CASE Art Show

WHEN: DECEMBER 2023

WHERE: CHASE GALLERY, SPOKANE CITY HALL
808 W. SPOKANE FALLS BLVD.

Back for a third year, the City Art Show and Exhibition (CASE) will be held in the Chase Gallery for the first time!

If you are a Spokane City employee with creative works of any medium that you'd like to share with your peers and community, contact us for a submission form today!



Contact: spokanecase@gmail.com Website: www.spokanecase.com

Winter Warming Donation Drive

To prepare our most vulnerable for the cold winter season, the City is running several donation drives. The items donated will be distributed to outreach teams and partners who work closely with our community members experiencing homelessness or living unsheltered. Some items will also be distributed within our shelter system, based on need and the items donated.

You can label donation items to [Sarah Nuss](#), and leave them in her office or in [Kim McCollim](#)'s office. Please share the flyer with your communities and neighborhoods; we can use all the support we can get! 😊 The drive will end on **Sunday, Dec. 31.**



DONATION DRIVE
Donate gently used or new items to those in need this winter

DONATIONS ACCEPTED THROUGH DECEMBER 31

REQUESTED ITEMS:

- Socks
- Gloves
- Jackets
- Beanies
- Multi tools
- Granola bars
- Small blankets
- Sleeping bags
- Backpacks / duffels
- Waterproof dry bags
- Hand or foot warmers
- Female hygiene products
- Boots / waterproof shoes
- Single use coffee packages
- Small Flashlights – with batteries
- Single use hot chocolate packages

DELIVER ITEMS TO CITY HALL LABELED TO "SARAH NUSS"

CITY EMPLOYEES:

OUR WINTER DONATION DRIVE IS A DEPARTMENT COMPETITION! YOU'LL WIN BRAGGING RIGHTS IF YOUR DEPARTMENT BRINGS IN THE MOST DONATIONS BEFORE DECEMBER 31!

Questions?
Contact Sarah Nuss at snuss@spokanecity.org / 509.435.7026

*NO MONETARY DONATIONS CAN BE ACCEPTED

Employee Information Portal (covid19.spokanecity.org/)

Remember, this Employee Information Portal is a great resource for employees to stay current on what's happening with the COVID-19 response. The [Employee Information Portal](#) can be accessed from work or home, using a computer or mobile device. All of the emailed information we have sent to employees is archived here.